

**MINUTES FOR  
PROJECT ENGINEERS MEETING  
Wednesday, March 12, 2003  
9:00 AM, Conference Room 'C'**

1. CADD, PC, Time Sheets..... Randy Bissette  
See Handouts. New time sheets will be done each week beginning Pay Period 223. These forms can be downloaded from the DOT website.

We are trying to get new PCs for the Project Engineers. We should be getting a new scanner soon.

2. Safety, Applications ..... Darlene Yarborough  
Please do not allow anyone to enter the building while opening the door with your card. If you notice people in our Unit without a badge or sticker please let someone know.

When filling out applications be sure to break down your employment history to the lowest level and show time worked at each level. For example TT I – 2 years, TT II – 3 years, TT IV – 2 years, not just TT – 7 years

3. PM Closeouts ..... Ricky Keith  
The PM work cycle for 2002 – 2003 will end March 31. I would like for you to have your PM ratings completed for your employees by March 21. I will be conducting PM reviews for Project Engineers between March 26 and April 4. If you have employees rated “below good” overall, please discuss with me prior to meeting with them.

4. March Expense Vouchers ..... Ricky Keith  
Just a reminder that March 21 is the last day that expense vouchers may be turned in downtown to be entered into the old system. Vouchers turned in beyond that date may be subject to delay.

5. Reorganization, Upgrades ..... Greg Perfetti  
Two TE IIs (Tech) have been posted. We have sent a request in to upgrade three TT IIs to TE IIs (Tech). We only have one more to upgrade. Glen and Mike will move out of Paul’s group. This will complete the 8 TE IIs (Tech) to be added to each project group. The new organization chart is now up. Postings will slow down some to try to achieve parity in the Project Groups. Some additional downgrades and upgrades will be necessary. Both Team Leaders should be involved in selection meetings as they occur.

6. Plan Turn-in and Review ..... Greg Perfetti  
When your group gets your TE II (Tech) you will no longer turn in plans for review to Paul. If you don’t have a TE II (Tech) continue to turn these in for review. Final plans are to be turned in 12 weeks when you have your TE II (Tech) and still 14 weeks if you do not have your TE II. A handout will be forthcoming.

7. Structure Recommendations .....Ricky Keith  
Roadway Design is in the process of implementing a new policy of showing the Structure Recommendation data on the Roadway Plans instead of on separate 8 ½ x 11 sheets. All information formerly included in the package will be shown on plan sheets in the Roadway Plans. Half size hard copies will be sent as well as the electronic files. If there are any problems with this let me know.
8. Railroad.....Allen Raynor  
Pay close attention to constructability, in particular the access and erection of beams over railroads. This should be discussed with the Area Structure Engineer at the preliminary field inspection.